

OS/AR 1956

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**OFFICE OF SECURITY  
ANNUAL STATISTICAL REPORT**

**1956**

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5 APR 1957

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT: Office of Security Annual Statistical Report  
for 1956**

1. Commencing with the year 1956, we shall submit annually a report of statistics reflecting a few selected activities of the Office of Security which lend themselves particularly to statistical and graphical presentation. The subjects selected are those which portray accomplishments in representative functions of the office, and which, as time passes, will permit comparison with the work loads and accomplishments of previous years.

2. The attached tables and charts have been compiled from the monthly reports which are submitted to you. The charts have been prepared to allow for the presentation of continuing statistics for comparative purposes in succeeding years. I believe they will be found to be informative and increasingly valuable as time goes on.

Table A  
and  
Chart #1

**OVERT AND SEMI COVERT CASES**

The table shows receipts, approvals, disapprovals and total number of cases processed for Applicant Type T/O Staff and other T/O Full Field Investigation cases, and the total receipts and total processing of all Overt and Semi Covert cases.

The total of 12, 443 Overt and Semi Covert cases processed is shown in chart form with the 4, 803 T/O Staff Applicant cases indicated separately.

Table B  
and  
Chart #2

**FIELD ACTIONS ON OVERT AND SEMI COVERT CASES**

The total number of field actions completed during the year in connection with Overt and Semi Covert cases is

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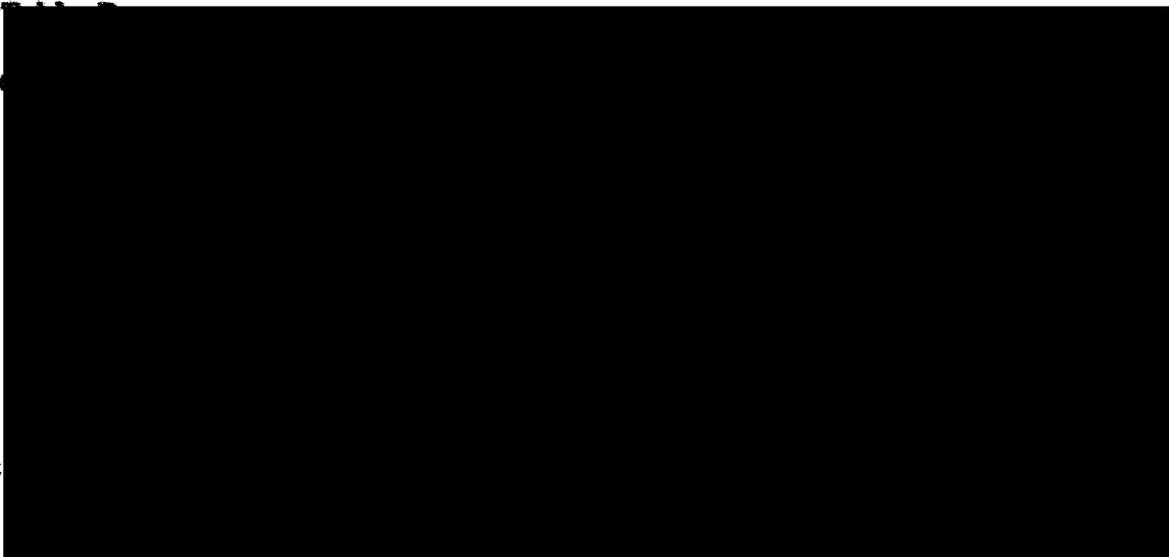
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shown under the two types of actions, namely Investigations and Name Checks. The total of 4,876 Name Checks shown are only those which were made independently of a field investigation. As you know, all field investigations include name checks.

Table C  
and  
Chart #3

TIME FACTORS IN PROCESSING OVERT AND SEMI  
COVERT CASES

This table and chart reflect the mean average time in days which was taken to process cases through this office. The statistics show the average total time to have been 87 days, made up of 68 days in investigation and 19 days in Appraisal. These statistics are confined to regular Applicants, Consultants and Military Assignee cases received from the Office of Personnel during the year. Cases of a secondary priority type and those which would distort the average by short processing time are not included.



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Table E  
and  
Chart #5

CONTROL, SUPPORT AND SERVICE OF OVERT  
ACTIVITIES

The various actions in this field are not similar enough to consolidate them into one total, except for those which apply to the control and guidance of employees wishing to engage in outside activities. The table presents in a few major categories the principal actions of support and service of overt activities and the number of approved and disapproved requests of employees to engage in outside activities. These latter activities encompass requests for approval of outside instruction, private travel, publications, etc., and are consolidated in the chart to show a total of 4,480 such requests processed.

Table F  
and  
Chart #6

PHYSICAL SECURITY ACTIVITIES

A selected number of the major activities of the Physical Security Division are itemized in this table. The high incidence of security violations at Headquarters is of great concern to me. The total number of 383 open safe violations and 324 lost documents are shown on the chart.

Table G  
and  
Chart #7

ACCIDENT STATISTICS

The Agency safety record for the year is reflected by this chart and table. The Severity Rate was excellent; the Frequency Rate was greater than that of the National Safety Council but only half that of the Government in General.

Sheffield Edwards  
Director of Security

Attachments

- Distribution
- Approved For Release 2001/03/30 : CIA-RDP78-04004R000100080002-7
- Orig & 1 - Addressee
- 1 - A&TS
- 1 - Activities File

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**OFFICE OF SECURITY  
REPORT ON OVERT AND SEMI-COVERT CASES  
FOR YEAR 1956**

	<u>Rec'd</u>	<u>App'd</u>	<u>Disapp'd</u>	<u>Total Processed *</u>
<b>Applicant Type</b> T/O Staff	4849	3357	204	4803
<b>Total T/O and other full Field Investigations</b>	6952	4593	245	7078
<b>Grand Total</b> All Overt & Semi- Covert Cases	12143			12443

\* Includes other processing besides approvals and disapprovals.

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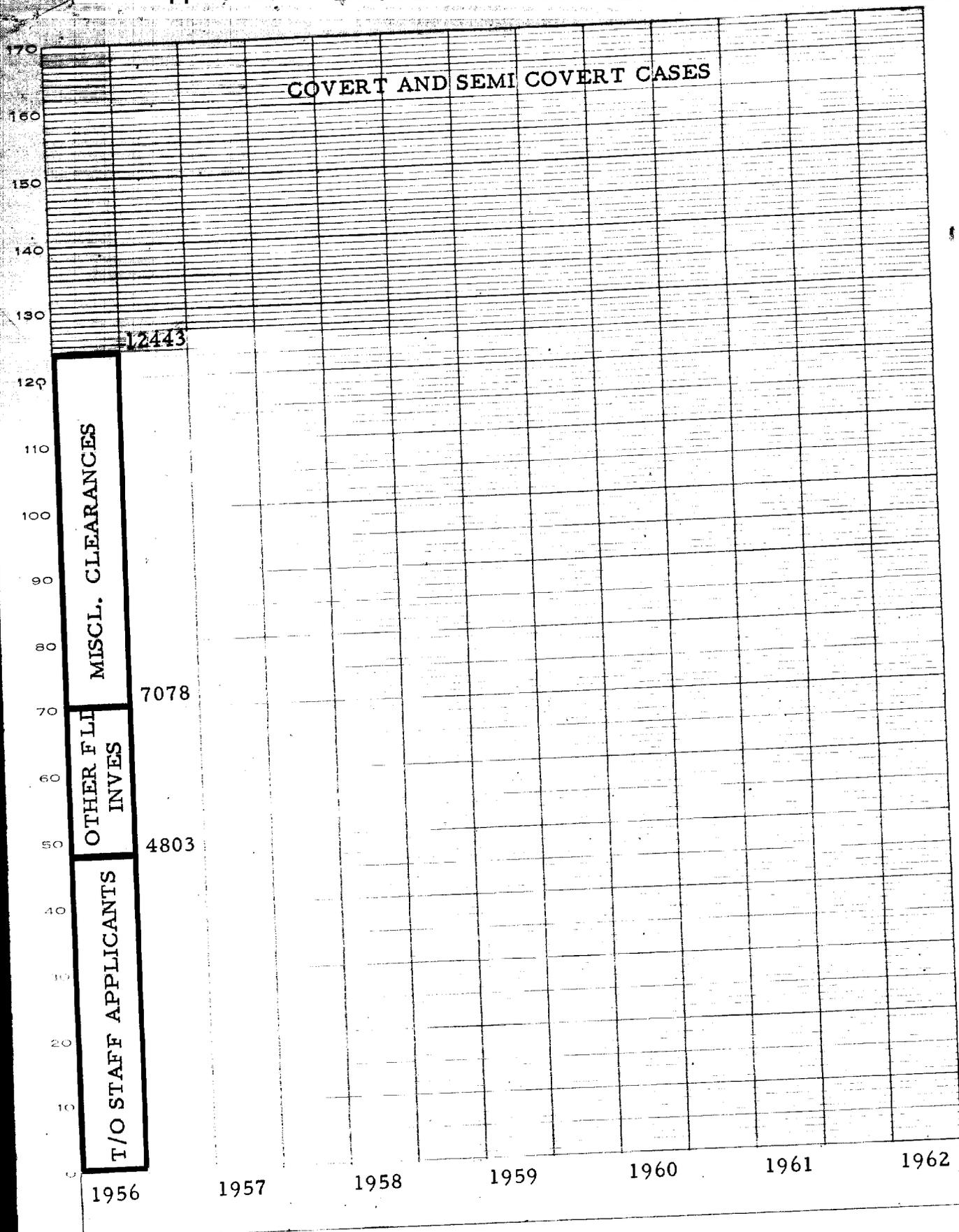
Table A

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**OFFICE OF SECURITY  
REPORT OF FIELD ACTIONS ON OVERT & SEMI-COVERT CASES  
FOR YEAR 1956**

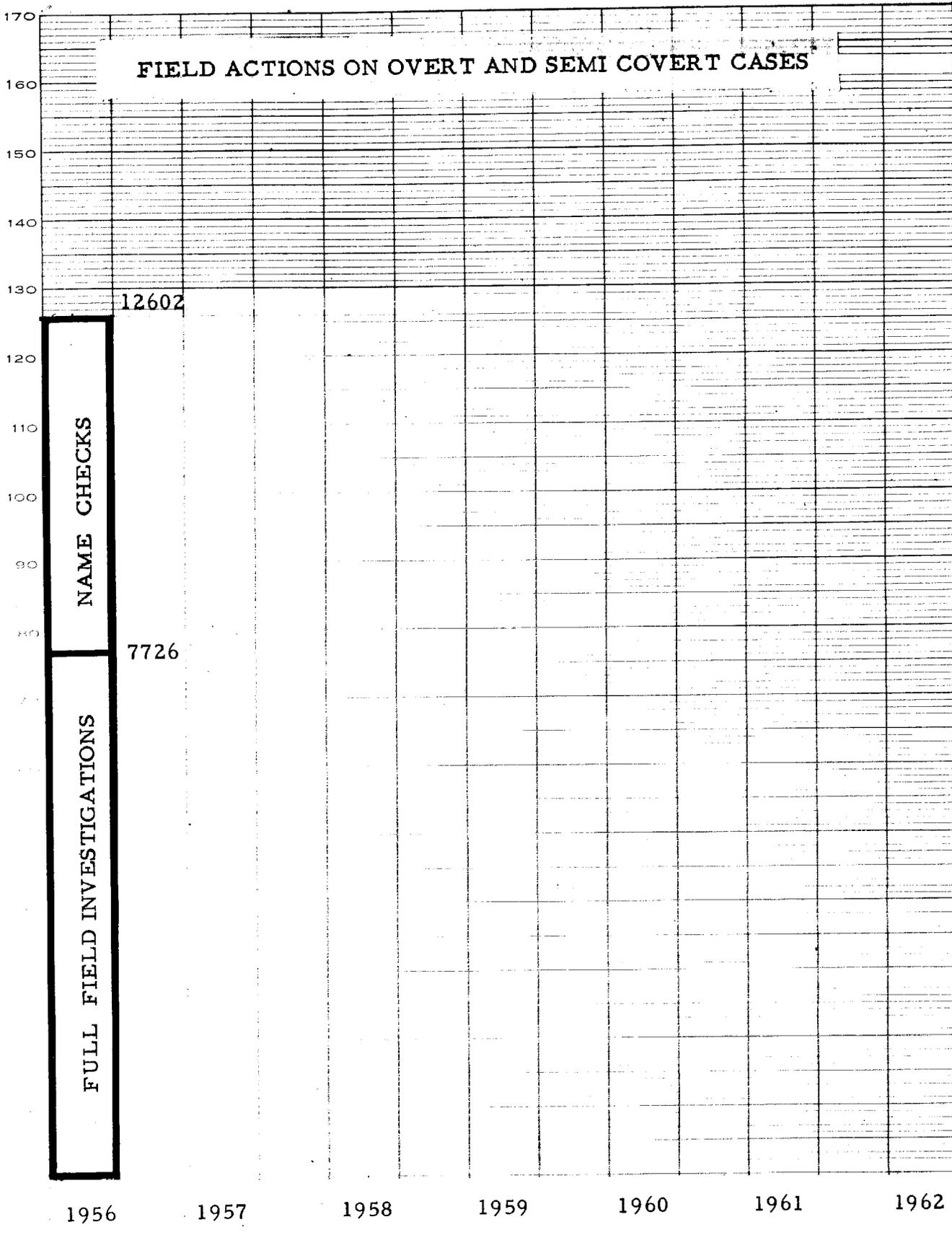
		<u>Received</u>	<u>Completed</u>
25X1A	████████ Office for full Field Investigation	7850	7726 ✓
25X1A	████████ for Name Checks Only	5036	4876
	<b>TOTALS</b>	<b>12892</b>	<b>12602</b>

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Table B

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**OFFICE OF SECURITY**

**TIME FACTORS IN PROCESSING OVERT AND SEMI-COVERT CASES  
FOR YEAR 1956**

**Average number of days required to process cases during the year:**

<b>Investigations</b>	<b>68 Days</b>
<b>Appraisals</b>	<b>19 Days</b>
<b>Total Processing</b>	<b>87 Days</b>

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AVERAGE NUMBER OF DAYS REQUIRED  
TO PROCESS OVERT & SEMI COVERT CASES

DAYS



87

68

1956

1957

1958

1959

1960

1961

1962

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**OFFICE OF SECURITY**  
**REPORT ON CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES**  
**FOR YEAR 1956**

Requests for CIA record checks received from other agencies	25720
Security files reviewed in response to other agency requests	1828
Employee interviews (Returnees, Resignees, Official Travelers and Special)	6985
Employees' transfer and reassignment actions reviewed	4459
Requests for Liaison contacts with other agencies	7904

**EMPLOYEES' REQUESTS FOR APPROVAL OF OUTSIDE ACTIVITIES:**  
(Outside instruction, travel, publications, misc.)

Disapproved	24
Approved	4456
Total Processed	4480

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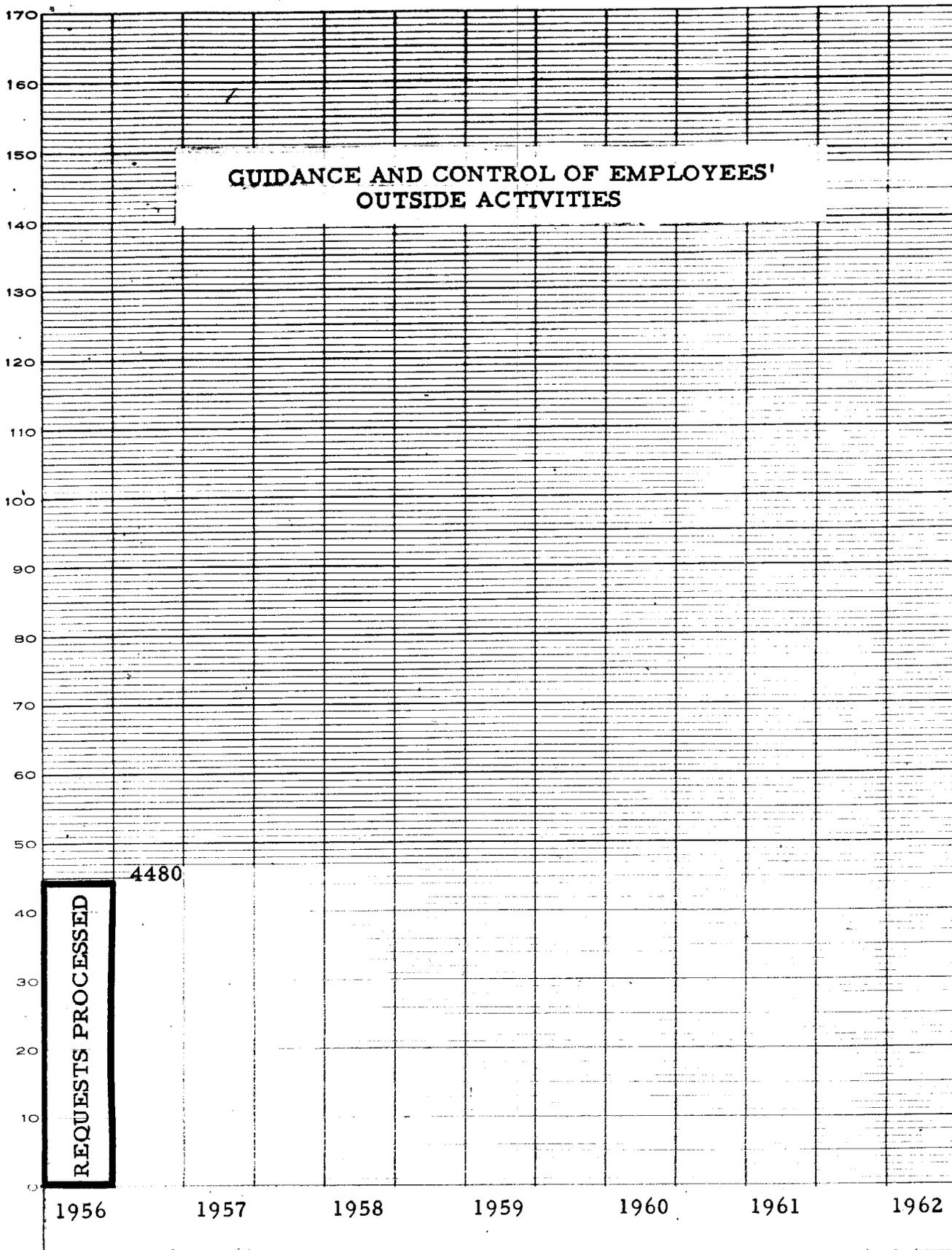
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**GUIDANCE AND CONTROL OF EMPLOYEES'  
OUTSIDE ACTIVITIES**



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OFFICE OF SECURITY  
PHYSICAL SECURITY ACTIVITIES  
FOR YEAR 1956

<u>Activity</u>	<u>Number</u>
Security violations investigated and charged (Open safes, etc.)	383
Other security violations investigated and reported (Lost documents, etc.)	324
Counter audio surveillance inspections	40
Physical security surveys	262
Safe combinations changed	5869
Visitor Passes issued (Total)	106967
Armed escort of classified material (domestic trips) (Man-days expended - 99)	113

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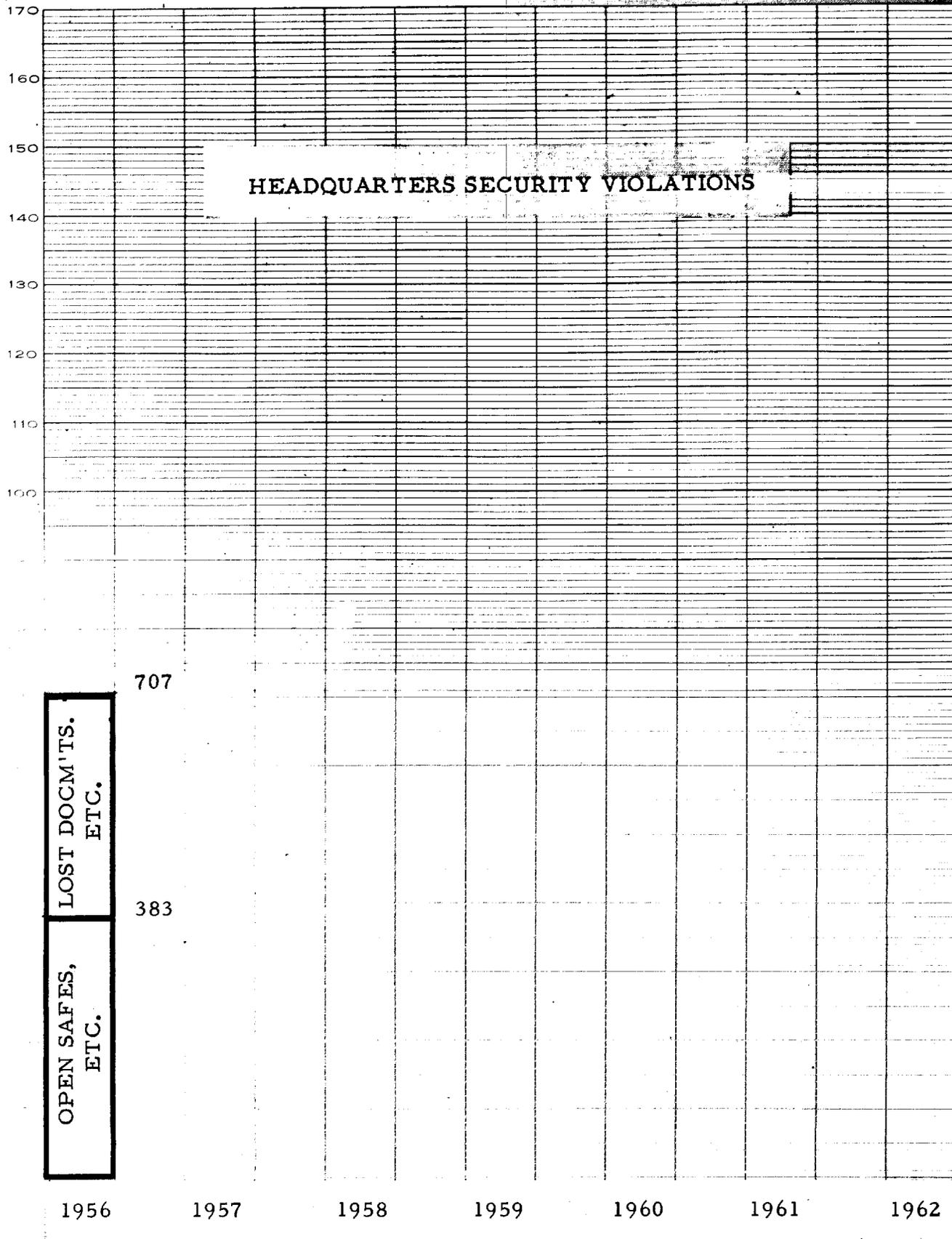
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Table 1

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Table G

ACCIDENT STATISTICS FOR HEADQUARTERS (1) AREA

YEAR 1956

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<u>Accidents Reported By Medical Staff</u>	<u>Accidents Reported By Insurance And Casualty Division</u>	<u>Actual No. of Accidents In Washington Area</u>	<u>Time Lost Accidents</u>	<u>Days Time Charged to Accidents</u>	<u>First Aid Cases Reported</u>
409	224	485	62	341	423
<u>Agency Frequency Rate For Year*</u>	<u>Gov't Frequency Rate for 1955 (All type Accidents)*</u>	<u>NSC Frequency Rate for Office-Type Accidents For 1954*</u>	<u>Agency Severity Rate For Year**</u>	<u>Gov't Severity Rate for 1955 (All type Accidents)**</u>	<u>NSC Severity Rate for Office-Type Accidents For 1954**</u>
3.45	7.8	2.67	18.99	552	250

First Aid Accidents

<u>Type</u>	<u>Percent</u>
Cuts and abrasions due to minor cutting accidents	32.9
Falls	25.1
Careless handling and movement of safe files	18.2
Falling or flying objects	12.0
Miscellaneous	7.8
Lifting	2.8
Dermatitis	1.2

Time Charged to Accidents

<u>Type</u>	<u>Percent</u>
Falls	65.7
Lifting	13.5
Careless handling and movement of safe files	7.0
Cuts and abrasions due to minor cutting accidents	6.1
Falling or flying objects	5.6
Miscellaneous	1.2
Dermatitis	0.9

(1) These statistics do not include any accidents other than those in the Washington area.

\* Accident Frequency Rate -  $\frac{\text{Number of accidents} \times 1,000,000}{\text{Number of man hours worked***}}$

\*\* Accident Severity Rate -  $\frac{\text{Number of days time lost to accidents} \times 1,000,000}{\text{Number of man hours worked***}}$

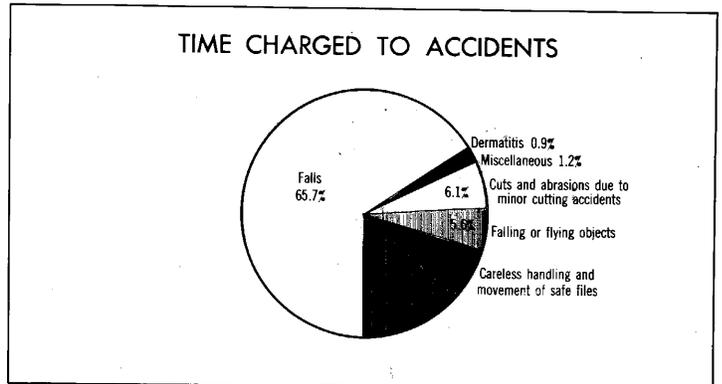
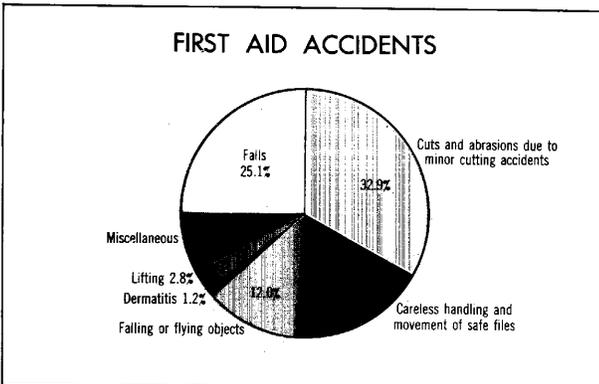
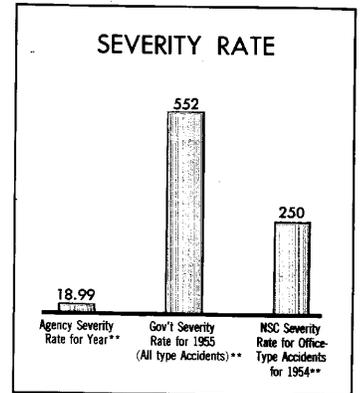
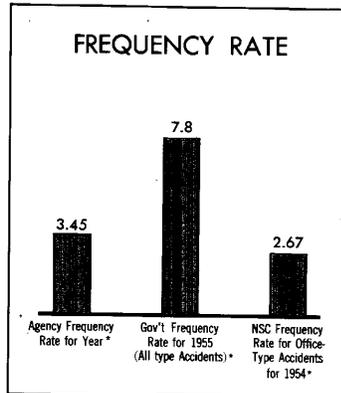
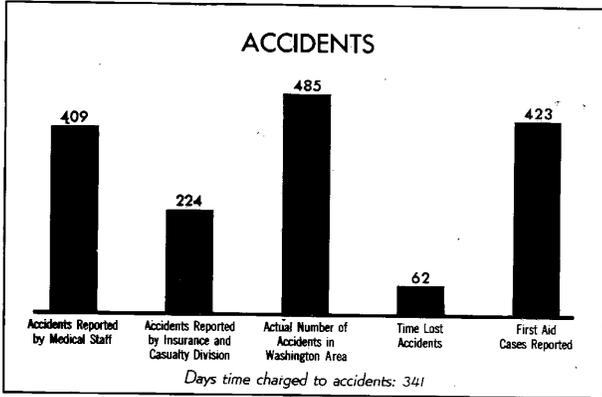
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**ACCIDENT STATISTICS FOR HEADQUARTERS AREA, 1956**



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\*Accident Frequency Rate  $\frac{\text{Number of accidents} \times 1,000,000}{\text{Number of man-hours worked}^{***}}$   
 \*\*Accident Severity Rate  $\frac{\text{Number of days time lost due to accidents} \times 1,000,000}{\text{Number of man-hours worked}^{***}}$   
 \*\*\*Number of man-hours worked is an approximate figure.

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